

**Appointment Type:** Permanent  
**Working Time:** Full Time  
**Reference Code:** 21557 e  
**Opening Date:** 05/20/2010  
**Closing Date:** 05/26/2010

## **Correctional Industries Supervisor 2 (CIS) SCCC**

**\$3,420 - \$4,485 (Range 50) with Great Benefits!**

### **Agency Information**

The Department of Corrections, Correctional Industries (CI) is seeking a highly motivated and qualified individual as a Correctional Industries Supervisor 2 (CIS2) at Stafford Creek Corrections Center in Aberdeen, WA.

The Department of Corrections, as a partner in the criminal justice system, enhances public safety, administers criminal sanctions and programs in accordance with the law, and provides leadership for the future of corrections in Washington State.

DOC Offers:

- Hundreds of rewarding and exciting careers
- Flexible schedules
- Comprehensive compensation packages
- Training and development opportunities
- The fulfillment of public service

The agency mission is: To Improve Public Safety.

The Department consists of the Office of the Secretary, Prisons Division, Community Corrections Division, Government, Community Relations & Regulatory Compliance Division, Administrative Services Division, and Health Services Department. The Department employs over 8,100 staff and has a biennial budget of approximately \$1.8 billion.

For additional information about the Department of Corrections, please visit [www.doc.wa.gov](http://www.doc.wa.gov).

Please note: In order to be considered for this position, you must complete the entire Application Wizard. For further details please refer to the Application Process section of this recruitment.

### **Duties**

Correctional Industries is committed to maintain and expand offender work training programs that develop marketable skills, instill and promote positive work ethics, and reduce the burden of corrections. This position supports that objective by supervising offender workers who upholster seating products for sale to governmental agencies and nonprofit organizations. Maintains security and control over offenders working in the shop and provides skills training to offender workers in accordance with the CI legislative mandate.

The Correctional Industries Supervisor 2 position will train and direct offender workers in all methods, techniques, processes, and equipment required producing quality chair products in accordance with specifications and production requirements. Implements established production schedule to ensure timeliness and quality of products. May provide input for development of annual operating budget. Recommends design/engineering improvements to products and/or processes.

Operates and maintains equipment and machinery within the production unit as well as sustains a preventative maintenance program for all equipment and machinery. Train offender workers in proper operation and maintenance of equipment and machinery. Implements and sustains a safety and accident prevention program in accordance with OSHA regulations and DOC policy.

Defuse potentially violent situations with offenders. Maintain security, discipline and order over assigned offender workers in accordance with DOC policy and CI directives to ensure safety in the work place and

the Institution. Ensure full implementation of DOC tool control policy. Monitors issue, use, and return of tools and/or chemicals to assure safe, proper use, and accountability, ensuring that DOC policy is met at all times.

Prepare offender worker personnel actions and compensation in accordance with DOC policy and CI directives. Interview and hire offender workers and monitor and evaluate performance.

## **Qualifications**

### **REQUIRED QUALIFICATIONS:**

- High school graduate or equivalent.
- Three (3) years experience in chair production, with one (1) year at a supervisory level.
- Two (2) years of experience as a CISA in the specialty field (chair production) may also qualify.
- Must be able to lift 40 pounds.

### **PERFERRED QUALIFICATIONS:**

- Working knowledge of Great Plains Dynamics or other enterprise software.
- One (1) year work experience in correctional environment.

### **SPECIAL REQUIREMENTS/CONDITION OF EMPLOYMENT:**

- Must pass criminal record background check.
- Must pass pre-employment drug test.
- Must join union within 30 days of employment.
- Must successfully complete CORE training program.

## **Special Notes**

### **Application Process:**

In order to be considered for this position, you must complete the entire Application Wizard, however, completion of the Diversity Profile Questionnaire is optional. To ensure you complete the entire application, once in the Application Wizard, scroll to the right of the page and use the arrows to get to additional tabs. Remember to click on "Save" at the bottom of each tab to ensure your entries are saved. Be sure to also unlock your profile and keep your email and address and other contact information current.

For further information about managing your application and profile, please refer to #Manage Your Job Applications and Profile# link from the [www.careers.wa.gov](http://www.careers.wa.gov) homepage.

All Department of Corrections employees are fingerprinted for a criminal history background check.

Employees work with offenders in a potentially hazardous setting. Please consider this when deciding whether to apply.

Tuberculosis is a priority health issue for Department of Correction's employees. Periodic skin tests are required for all health care providers and those who transport known/suspected Tuberculosis patients. Testing is voluntary for all other employees. When positive tests result, further testing and treatment may also be required. Employment is not contingent upon test results.

All DOC facilities are smoke and/or tobacco free.

## **Other Information**

Washington State Employees enjoy outstanding comprehensive benefits including health, dental, life and long-term disability insurance; vacation, sick, military and civil leave; dependent care assistance program; employee advisory service; deferred compensation plans; educational benefits program; 11 paid holidays; flexible work hours; training; and state retirement plans.

For more information please visit: <http://www.doc.wa.gov/jobs/benefitssummary.asp>.

The Core Competencies for all Department of Corrections# employees include: Safety, Treats Others with Respect and Courtesy, Dependability, Accountability, Judgment and Problem Solving, Leadership, Communication, Relationship Building, and Ethics and Integrity.

The State of Washington is an equal opportunity employer. Persons with a disability who need assistance in the application or testing process, or those needing this announcement in an alternative format, may call (360)664-1960 or toll free (877) 664-1960or Telecommunications Device for the Deaf (360) 664-6211. For questions about this recruitment email Nicole Rivera at [nmrviera@doc1.wa.gov](mailto:nmrviera@doc1.wa.gov) or by phone at (360)725-9177.

## How to Apply

**For job seekers who are not permanent state of Washington employees:**

1. Go to <http://careers.wa.gov/SearchAndApply.htm>.
2. If you are a new user, click on Register Now under the heading: **New Users**. Complete the fields under the **Registration** page. Remember to read and confirm acceptance of the Data Privacy Statement under the **Data Privacy Statement** header. Click Register. You are encouraged to build your profile in the system by clicking Option 1: Build Resume Profile under the header **My Resume**. Returning users can log-in by clicking the Job Seekers Login button.
3. Click on Apply Directly under the heading **My Job Search and Applications**.
4. In the reference code field, enter NB00021557\* and click on Start Search.
5. Click on the link Correctional Industries Supervisor 2 (CIS), Aberdeen, WA under the **Job Posting** column heading to view the complete announcement and apply.
6. Click through all the tabs along the top to complete your application and a questionnaire.
7. Attach your current resume through the **Attachments** tab.
8. Submit a cover letter summarizing how your knowledge, skills and abilities meet the minimum qualifications of this position under the **Cover Letter** tab.
9. Your application will not be submitted until you hit the **Submit** button under the **Send Application** tab. Make sure to review all your information as you will not be able to edit your application once it has been submitted.
10. If you would like to see the status of your application, click on View Profile and Application History Statuses and Scores under the **My Job Search and Application** column heading on the **External Job Seeker Start Page**. You will be able to view your questionnaire scores on this page, including the latest status of all your applications.

## Help is available

- A users' guide for applying to jobs is available at <http://careers.wa.gov/help/>.
- If you need assistance applying for this job, please call DOP at (360) 664-1960 or 1-877-664-1960 or e-mail [Information@dop.wa.gov](mailto:Information@dop.wa.gov).

**Job seekers please note: **NEOGOV**, Washington State's NEW online job application system, will replace the current application system on July 1, 2010.**

**You will need to create an account in **NEOGOV** to apply for jobs after July 1, 2010.**  
Your current information will **NOT** automatically transfer over to the new system.

**We recommend that you **SAVE A COPY OF YOUR PROFILE** before July 1!**  
For more information on **NEOGOV**, including instructions on saving your current profile, go to [doc.wa.gov/jobs](http://doc.wa.gov/jobs)